

OFFICE OF THE ATTORNEY GENERAL
Procurement Policy Compliance and Monitoring Board
MEETING MINUTES
Wednesday, May 24, 2017

The Procurement Policy and Compliance Monitoring Board met in public session On **Wednesday, May 24, 2017** in the James R. Thompson Center, 100 West Randolph Street, and in the Illinois Attorney General's main office, 500 South Second Street, Room 214, pursuant to notice.

Karla Schreiber, Chairperson called the meeting to order at 2:00 p.m.

ROLL CALL

Board members present (3):

Springfield: Pam Blackorby, present

Chicago: Karla Schreiber, present
Sam Dorger, present

Other staff: Rocco LaSalvia, State Purchasing Officer
Eileen Baumstark-Pratt, Board Secretary

Old Business

None

New Business

FY 2017 Purchase HP LaserJet Printers

Rocco LaSalvia, SPO explained the Chief Technology Officer submitted a request to purchase four (4) HP LaserJet Enterprise 600 Printers with 75 sheet / envelope feeder trays to replace existing printers that are no longer functioning.

Office Services secured cost information from Daly, Staples, and Insight Public Sector. Office Services will execute a purchase order with Daly, the vendor that provided the lowest purchase price of \$6,388.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY 2017/18 Parking Downtown Chicago

Rocco LaSalvia, SPO explained the office is seeking to secure parking during the month of June 2017. The current CMS Master Agreement with InterPark Corporation is set to expire on May 31, 2017. Rocco further explained CMS posted a notice of award for a new contract with InterPark that will commence June 1, 2017. CMS expects to execute the contract before the current term expires, however, CMS may run into delays. Rocco presented two purchase orders, one that will cover the remainder of FY2017 in the amount of \$6,860.00. The second purchase order covers FY2018 from July 1, 2017 through May 31, 2018, the anticipated first year term under a new contract, in the amount of \$75,460.00.

The rates available under this agreement provide a greater savings than the office could achieve if they secure on their own. Office Services will execute both purchase orders to secure forty-nine (49) parking spaces at the InterPark facility located at 200 N. LaSalle Street in Chicago for the remainder of FY17 and a portion of FY 18 that falls within the first contract year.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY 2018 Annual Maintenance Offender Watch Software (AVN)

Rocco LaSalvia, SPO explained the Division Chief of Crime Victims Services submitted a request to secure maintenance / support services for Offender Watch software, through Watch Systems, LLC, the sole source provider of these services for a portion of FY2018.

In 2009 the office received a grant from the Department of Justice (DOJ) to enhance the Automated Victims Notification (AVN) system by developing a mechanism to notify victims when sex offenders change residence. At that time, we authorized Apriss, the sole source provider of the AVN system, to take steps to expand their notification features. Apriss partnered with Watch Systems, LLC to integrate and customize their Offender Watch software. The original DOJ grant covered the cost for maintenance / support until 2012; then the Sheriff's Association stepped in to cover maintenance costs. Unfortunately, the Sheriff's Association was unable to continue covering maintenance costs beyond October 31, 2016. That is when we entered into contract with Watch Systems, LLC to cover the remaining maintenance schedule for FY2017.

This current request is to secure maintenance and support from July 1, 2017 through December 31, 2017. Office Services posted a sole source notice on the Illinois Procurement Bulletin outlining our intent to enter into contract with Watch Systems, LLC; the posting period concluded and no protests were received. We will be pursuing a contract with Watch Systems, LLC. The amount payable under this contract term is \$150,000.00. We will use the Attorney General's Sex Offender Awareness Training and Education Fund during this term.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members

FY 2018 Annual Support /Maintenance for Dell SAN Systems

Rocco LaSalvia, SPO explained

The Chief Technology Officer has submitted a request to renew the hardware support agreements on several Dell Storage Array components that make up our SAN systems located in Chicago and Springfield.

Our office routinely secures support for these devices to ensure minimal disruption to our daily operations. If any part of this infrastructure fails, Dell would quickly respond and provide support or replacement parts as needed 24 hours a day, 365 days a year.

This maintenance service will cover the period of July 1, 2017 through September 30, 2017. This coverage will be secured under a CMS Master Contract # 2583920C which will expire on October 3, 2017. The total combined cost to provide support/maintenance for each location is \$18,061.24.

Office Services will determine if a new CMS Master Contract will be established prior to this contract expiration date; or we will secure cost information from Dell to provide support/maintenance for the balance of FY2018.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY 2018 Annual Digital Copier Maintenance

Rocco LaSalvia, SPO explained

Office Services is seeking to secure maintenance services for eighteen (18) various digital copier models; thirteen (13) copiers are located in the Chicago Office, four (4) copiers, are located in our Regional Offices, and one (1) copier is located in our Springfield Office.

Office Services prepared and published an IFB on the Illinois Procurement Bulletin, seeking cost information to provide maintenance services for all our copiers that were eligible to be maintained by any qualified vendor source. We received two responses to our IFB from Dynamic Advantage, Inc., and CDS, although, CDS did not submit pricing information for these particular copiers.

As a result, I will be recommending that we enter into contract with Dynamic Advantage, Inc. to service our copiers during FY2018 in the amount of \$17,750.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY2018 Annual Digital Color Copier Maintenance

Rocco LaSalvia, SPO explained

Office Services requires copier maintenance on five (5) digital color copiers statewide. We prepared an Invitation for Bid (IFB) which was posted on the Illinois Procurement Bulletin, detailing our color copier maintenance needs. We received two (2) responses from CDS Office Technologies and Dynamic Advantage, Inc. to maintain our BizHub Digital Color Copiers.

I will be recommending that we execute a contract with CDS Office Technologies, the vendor the provided to lowest rates. The anticipated contract amount is \$17,500.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY 2018 Annual Records Storage Services - Springfield

Rocco LaSalvia, SPO explained

Office Services is seeking to secure a one year contract with Capitol Filekeepers, LLC, our current vendor, to provide records/file storage and services during Fiscal Year 2018.

We had reached out to three vendors: Capitol Filekeepers, Beardstown and the Storage Box seeking cost information to store approximately 9,400 file boxes and provide pick-up and retrieval services. Unfortunately, only Capitol Filekeepers could provide the full array of services we require, no other viable full service vendor could be determined in Springfield.

The estimated cost to continue services during FY2017 is \$24,073.00

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY2018 Annual DocuTech 6100 Copier Maintenance

Rocco LaSalvia, SPO explained

Office Services is requesting to renew our maintenance coverage for our high-volume Xerox 6100 copier.

Xerox is the only vendor who can properly maintain our machine; they own the diagnostic software that guides the technicians in pinpointing the exact requirements for servicing the machine. Xerox does not sell or provide this diagnostic software to other service providers; therefore, no other vendor would be able to properly maintain our machine or perform the frequent operating system software updates.

Moreover, as long as Xerox maintains our machine, we will be covered by a like-for-like replacement plan if a catastrophic service event does occur.

We will be seeking to secure a contract with Xerox to provide maintenance services for FY2018 at an anticipated cost of \$21,084.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY2018 Off Site Raw Storage Space - Springfield

Rocco LaSalvia, SPO explained

Office Services needs to maintain raw storage space to accommodate our bulk supply and equipment storage needs for Fiscal Year 2018. We conducted research to determine if there

were any other suitable facilities in the area that could accommodate our storage need. In the past we have received responses from vendors, some declining to submit a bid because they could not meet all of our requirements and another had submitted pricing but we determined that the loading dock area could not accommodate our vehicles making it impractical in terms of accessibility.

Unfortunately, conditions remain the same in regards to viable facilities. We are unable to identify another suitable vendor in the area that can provide one contiguous climate controlled space, at the size we require, with ground level access.

Therefore, I will be recommending that we execute a purchase order to retain Capital Storage, LLC. The vendor has held the line the last few fiscal years and has again submitted a cost of \$9,960.00 for FY2018.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY2018 Continuation of Intergovernmental Agreement – Pacer

Rocco LaSalvia, SPO explained

Continuation of Intergovernmental Agreement with PACER Service Center for Fiscal Year 2018

Library Services has requested that we continue our Intergovernmental Agreement with PACER Service Center. PACER provides our office with monthly online access to electronic court records. Our users are able to obtain case files and docket information from federal appellate, district and bankruptcy courts and the U.S. Party/Case index. PACER is used to access court docket information from multiple districts. In addition to accessing the information, PACER is now used to file court docket information in many districts.

We will be executing a purchase order under the intergovernmental agreement. The anticipated amount required for FY2018 is \$65,004.00

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY2018 Annual Minor Publisher (Print) Materials

Rocco LaSalvia, SPO explained

Library Services has requested that we establish an obligatory Purchase Order to allow the purchase of various minor publisher print materials, subscriptions and various bulletins throughout Fiscal Year 2018. The obligatory Purchase Order details the various anticipated needs for the OAG. This routine practice will allow Library Services to process individual purchase orders for each request as needed throughout the fiscal year. Therefore, we will be processing an obligatory Purchase Order in the amount of: \$19,300.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY2018 Subscription Renewal TLO Online Service

Rocco LaSalvia, SPO explained

Library Services has submitted a request to renew our online subscription with Transunion Risk and Alternative Data Solutions, Inc. for FY2018.

Our Investigations Division began using the TLOxp – online research service in July, 2015. This service is one of the most powerful reference tools available in the market for locating and researching connections between individuals, businesses and assets. Our monthly rate plan includes 1,000 searches at a flat rate of \$280.00 per month. This plan includes all searches and reports with the exception of super reverse lookup reports, vehicle sightings reports and social media searches. If we use services and/or request reports that are excepted, we are charged addition fees. The cost for these additional services are as follows: super reverse phone lookup \$0.30 per transaction, vehicle sightings report will be charged \$8 for each category (current, recent or historical) or \$20 for all 3 categories at once, and social media search will be charged \$1.00 per transaction.

Library Services anticipates that the overall expenditure for FY2018 will remain at the same level.

Therefore, I will recommend that we execute a purchase order in the amount of \$6,960.00 to cover the anticipated expenditures.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board member.s

FY 2018 Annual Software Maintenance for Network Access Control

Rocco LaSalvia, SPO explained

The Chief Technology Officer submitted a request to renew our annual support/maintenance for our Network Access Control software and application server (VMware) that would accommodate 1,500 concurrent users.

This software and VM application server improved our network security and provides total visibility and control over every user and device accessing the OAG network which allows IT staff to block any foreign / unauthorized device from connecting to our network. This tool provides IT staff with a real-time view of our network infrastructure ensuring that they can detect and prevent any changes that would introduce risk.

Office Services secured cost information from SHI, Virtual Graffiti, Inc., and Bluewave Micro. We only received responses from SHI and Virtual Graffiti.

We will executing a purchase order with SHI, the vendor that provided the lowest overall cost of \$5,637.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

FY 2018 Annual Support/Maintenance for WebSense Gateway

Rocco LaSalvia, SPO explained

The Chief Technology Officer has submitted a request to renew our annual software subscription for up to 999 Web Security Gateway Anywhere Seats and Premium Support WebSense Triton for up to 1000 Users. This software is used by our IT staff to monitor and run detailed reports on internet usage.

Office Services posted Information for Bid (IFB) on the Illinois Procurement Bulletin outlining the need for supplies and services. We received two responses from National Tek Services, Inc. and Alert IT Solutions

We will be pursuing a contract with National Tek Services, Inc., the vendor that provided the lowest price quote of \$47,950.00.

Karla Schreiber, Chairperson asked if there were any comments pertaining to the purchase. No comments were received by the Board members.

Public Comment:

Karla Schreiber, Chairperson asked if there were any public comments. No public comment.

Adjournment:

There being no further business to come before the PPCMB Board, Sam Dorger moved and Pam Blackorby seconded that the meeting adjourn.

The motion carried by the following voice vote.

Yeas: Karla Schreiber, Sam Dorger and Pam Blackorby

The meeting adjourned at 2:17 p.m.